

FIRE MARSHALS ASSOCIATION OF MINNESOTA

B Y – L A W S

Article I OFFICERS

President

- Section 1. It shall be the duty of the President to preside at all meetings and to enforce all regulations relating to the administration of the Association.
- Section 2. The President shall call meetings of the Association or Board of Directors when deemed necessary to the efficient operation of the Association or when requested to do so by a majority of the Board of Directors.
- Section 3. The President shall appoint all committee members.

Vice President

- Section 4. In the absence of the President, the Vice President or in the Vice President's absence, an elected member of the Board of Directors shall have all the powers and prerogatives of the President.

Secretary

- Section 5. It shall be the duty of the Secretary to record minutes of the regular quarterly meetings, Board of Directors meetings and perform such other secretarial duties as directed by the President and/or the Board of Directors.

Treasurer

- Section 6. The Treasurer shall deposit and disburse all money by check as directed by the Board of Directors, keeping an accurate record of all receipts and expenditures, and perform other duties as may be directed by the President and/or Board of Directors.

Article II MEETINGS

- Section 1. The regular meetings of the Association shall be on the second Wednesday of the months of March, June, September, and December. The meetings shall be held at such time and place as the Board of Directors shall decide.
- Section 2. The meeting on the second Wednesday of March shall be known as the annual meeting.
- Section 3. Special meetings may be called by the President and shall be called by the President at the request of a majority of the Board of Directors. Notice of special meetings shall be sent to each member at least 14 days in advance of the meeting date.
- Section 4. A majority of the Board of Directors shall constitute a quorum of the Board of Directors meeting which shall be held at least 30 days prior to the regular meeting or as specified in Article II Section 3.

Article III
NOMINATION AND ELECTION OF OFFICERS AND BOARD OF DIRECTORS

- Section 1. Nominations for officers and Board of Directors shall be from the floor at the annual meeting.
- Section 2. Election shall be by secret ballot.
- Section 3. The Secretary and three members appointed by the presiding officer shall canvass the ballots cast and announce the result to the presiding officer who thereupon shall declare the members receiving a plurality of the votes cast elected to the respective offices.

Article IV
RULES OF ORDER

- Section 1. The rules of parliamentary procedure as laid down in “Roberts Rules of Order – Revised” shall govern all meetings of the Association.

Approved at Annual Meeting – March 10, 2004